



## **New Jersey Department of Children and Families Policy Manual**

Manual:	CP&P	Child Protection and Permanency	Effective Date:
Volume:	IX	Administrative	
Chapter:	B	Management Services	6-17-2014
Subchapter:	1	Administrative Support	
Issuance:	100	<b>Notaries Public</b>	

### **Purpose:**

This issuance establishes policy and procedures related to notaries public.

### **Authority:**

NA

### **Policy:**

#### **Notary Public Requirement      5-20-2013**

Employees of CP&P frequently have need of the services of a Notary Public. Surrender of Custody forms, adoption forms, loan applications, etc. must be notarized. Each Local Office should have one, but not more than two, Notaries Public assigned. The number of Notaries Public based at a work site and the units in which they are located are supervisory decisions based upon the quantity of material needing to be notarized, the type of work done at the work site, and the employment performance of the employee selected or electing to assume these duties.

#### **Assignment of Notaries Public**

Assignment of Notaries to the Central and Area Offices is on the basis of need. Any exceptions to the above number of Notaries assigned to a Local Office work site must be justified in writing, to the Administrator, Office of Facilities Management, Cost Code 933.

#### **Duties of a Notary      5-20-2013**

The Notary Public's duties for CP&P are to certify an oath, affirmation, or affidavit.

#### **Applying to Serve as a Notary Public**

CP&P employees, with the knowledge and approval of their immediate supervisors, make application to the New Jersey Secretary of State's Office through the Administrator, Office of Facilities Management, if they desire to serve CP&P as a Notary.

### **Commissions Charged By Notary Publics**

If the commission fee is to be paid by CP&P, the Notary does not charge CP&P a fee for any Notary services provided. Also, in situations not related directly to CP&P procedures, the Notary may not charge a fee.

### **Procedures:**

#### **Application Process 5-20-2013**

The State of New Jersey Notary Public Application may be accessed on-line at New Jersey Treasury forms: <https://www.njportal.com/DOR/Notary>. This form is completed, signed by the applicant, and endorsed by a State Senator or Assemblyman. Forward the completed form, along with a completed DCF Form [8-77](#), Notary Public Application, to the Administrator, DCF Office of Facilities and Support Services, CC# 933.

Do not submit an application fee. Payment of the fee is handled by the Office of Accounting. Under no circumstances should the fee be paid from petty cash.

Upon receipt, the applications are reviewed, and the DCF Form [8-77](#) is signed by the Administrator, Office of Facilities and Support Services. Both forms are then forwarded to the Office of Accounting.

The Office of Accounting prepares the necessary payment document (debit and credit) which, along with the State of New Jersey Notary Public Application Form, are sent with a cover letter to the Office of the Secretary of State.

Applicants are notified by the Office of the Secretary of State to take the oath of office, which is usually administered at the applicant's local court house by the County Clerk. The Office of the Secretary of State also provides the applicant with a certificate identifying the designee as a Notary Public. There will be a Court Fee. Obtain a receipt from the court for the fee amount paid.

After taking the oath, Notaries purchase notary seals and rubber stamps, through the Procurement Specialist in the Local Office. The Court fee can be reimbursed along with the notary seal and rubber stamps. Under no circumstances should this be paid from petty cash.

Note: Any person convicted of a crime under the laws of any State or the United States, for an offense involving dishonesty, or a crime of the first or second degree, cannot be appointed as a Notary Public.

## **Renewal      5-20-2013**

Anyone wishing to renew a Notary Public commission must follow the same procedures outlined above. It is recommended that the renewal application procedure be initiated at least 60 days in advance of the expiration date of the commission.

### **Key Terms (Definitions):**

None

### **Forms and Attachments:**

- DCF Form [8-77](#), Notary Public Application

### **Related Information:**

None